Office of Pharmacy Affairs Website

User Manual

PDF Version
Updated 9.8.2005

Public User Instructions

Introduction

These instructions are provided for Manufacturers, Wholesalers, Pharmacies and Entities to enable them to use the HRSA OPA website.

Access the public website at http://opanet.hrsa.gov/opa/Login/MainMenu.aspx.
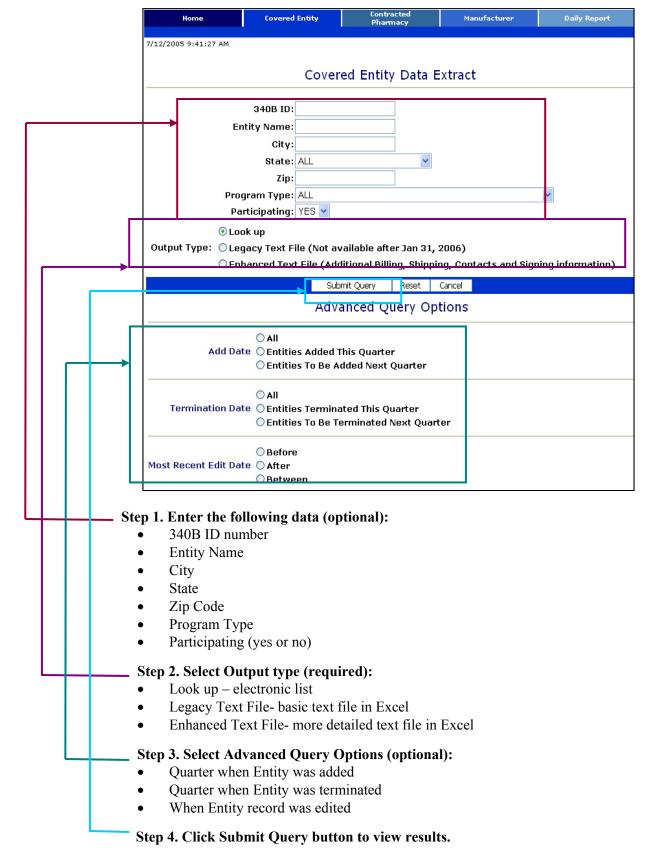
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Using the Contracted Entity Data Extract
The Covered Entity Tab

Step 1. Enter the following data (optional):
- 340B ID number
- Entity Name
- City
- State
- Zip Code
- Program Type
- Participating (yes or no)

Step 2. Select Output type (required):
- Look up – electronic list
- Legacy Text File- basic text file in Excel
- Enhanced Text File- more detailed text file in Excel

Step 3. Select Advanced Query Options (optional):
- Quarter when Entity was added
- Quarter when Entity was terminated
- When Entity record was edited

Step 4. Click Submit Query button to view results.

Viewing the Covered Entity Query Results

Output Type as Lookup displays electronic results.

Covered Entity Data Extract

12162 record(s) found!

Search Again

340B ID	Entity Type	Entity Name	Sub Name	Address	Address (con't)	City	State	Start Date	Edit Date
BL030740	Black Lung Clinics Program	STONE MOUNTAIN HEALTH SERVICES	ST CHARLES HEALTH COUNCIL	DRAWER S, 100 MAIN STREET		ST. CHARLES	VA	10/01/1999	04/05/2005
BL031700	Black Lung Clinics Program	CENTERVILLE CLINICS, INC.	J. A. YABLONSKI MEMORIAL CLINIC	1070 OLD NATIONAL PIKE RD.		FREDERICKTOWN	PA	04/01/1995	01/15/2004
BL040600	Black Lung Clinics Program	MOUNTAIN COMPREHENSIVE HEALTH CORP.	WHITESBURG MEDICAL CLINIC	226 MEDICAL PLAZA LANE	PO BOX 40	WHITESBURG	KY	10/01/2004	01/05/2005
BL04060B	Black Lung Clinics Program	MOUNTAIN COMPREHENSIVE HEALTH CORP.	LEATHERWOOD/BLACKEY MEDICAL CLINIC	464 KENTUCKY HWY 699		CORNETTSVILLE	KY	10/01/2004	01/05/2005

1. **Click on any column heading to sort the data in that column** (ascending order)

2. **Click on the 340B ID for detailed Contract Record** (see Example 1A of detailed Covered Entity screen below)

Example 1A: View Detail on a Covered Entity Look up

Covered Entity

Covered Entity Information

Entity Name: HUDSON HEADWATERS HEALTH NETWORK
Sub-Division Name: CHESTER HEALTH CENTER
Address: 6381 STATE ROUTE 9 PO BOX 747
CHESTERTOWN, New York 12817
Billing Address: 6381 STATE ROUTE 9 PO BOX 747
CHESTERTOWN, New York 12817
Comments: NEW CONTACT INFO

Shipping Addresses

Address	Address (con't)	City	State	Zip
6381 STATE ROUTE 9	PO BOX 747	CHESTERTOWN	NY	12817

Contracted Pharmacies

Link to Pharmacy	Name	Address	Address (con't)	City	State	Zip	Begin Date	Termination Date
Link	PRICE CHOPPER PHARMACY #40	US RTE 9 AND UPPER GLEN STREET		GLENS FALLS	NY	12801	01/01/2002	
Link	THE GOLUB CORP. DBA HOUSE CALLS PHARMACY	3761 MAIN STREET		WARRENSBURG	NY	12885	02/01/2004	

340B Program Information

340B ID: CH02179A
Entity Type: Consolidated Health Center Program
Funding Streams: CH
Participating: YES
Participating Start Date: 4/1/2001
Termination Date:
Grant/Provider Number:
Medicaid Number: N/A
Alternative Methods: YES

Covered Entity Authorizing Official

Signed:
Title:
Date Signed:
Phone:
Email:

Covered Entity Contact Information

Name: JOHN K. RUGGE, JR., MD
Title: CEO
Phone:
Fax:
Email:

Other Related 340B Entities

Detail	340B ID	Entity Name	Sub-Division Name	Address	Address (con't)	City	State
Detail	CH02179L	HUDSON HEADWATERS HEALTH NETWORK	QUEENSBURY HEALTH CENTER	14 MANOR DRIVE		QUEENSBURY	NY
Detail	CH02179B	HUDSON HEADWATERS HEALTH NETWORK	NORTH CREEK HEALTH CENTER	ROUTE 28 SKI BOWL ROAD	PO BOX 420	NORTH CREEK	NY
Detail	CH02179H	HUDSON HEADWATERS HEALTH NETWORK	STAFFORD COMMUNITY CENTER	2 WICKER STREET		TICONDEROGA	NY
Detail	CH02179E	HUDSON HEADWATERS HEALTH NETWORK	SCHROON LAKE HEALTH CENTER	24 FAIRFIELD AVENUE	P.O. BOX 292	SCHROON LAKE	NY

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Covered Entity Detail Includes:
- Entity Name
- Sub-division Name
- Address
- Billing Address
- Shipping Address
- Comments
- 340B Program Information
- Additional Shipping Addresses
- Authorizing Official
- Contact Information
- Other Related Entities (view related entity details by clicking on the Detail option)

On the Covered Entity Detail Screen:
1. **View the Entity Information**

2. **View the Contracted Pharmacy data** (click link to view Pharmacy record)

3. **View 340B information**

4. **View detailed information on Related Entities** (click detail)

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Viewing the Covered Entity Query Results (continued)

Output Type as Text File (Legacy or Enhanced*) displays results in an Excel file.

	A	B	C	D	E
1	Entity Name	Entity Sub-Division	ID_340B	Entity Type	Address 1
2	WEBSTER COUNTY HEALTH DEPARTMENT		FP002293	FP	WASHINGTON ST
3	CARROLL COUNTY HEALTH DEPARTMENT		FP301800	FP	1004 NEWNAN RD
4	DISTRICT 9 2	SOUTHEAST HEAI	FP315016	FP	1101 CHURCH STREE
5	GLASCOCK COUNTY HEALTI	TB CLINIC	TB30810	TB	668 MAIN STREET WE
6	MCINTOSH COUNTY HEALTH	TB CLINIC	TB31305	TB	509 HIGHWAY 251
7	DHR DISTRICT 3 UNIT 4		TB30046	TB	320 WEST PIKE STRE
8	MURRAY COUNTY HEALTH DEPT		STD30705	STD	709 OLD DALTON-ELL
9	TIFT COUNTY HEALTH DEPARTMENT		FP317945	FP	305 E 12TH ST
10	NEWTON COUNTY HEALTH CENTER		FP302091	FP	5220 HWY 278
11	JENKINS COUNTY HEALTH D	TB CLINIC	TB30442	TB	709 VIRGINIA AVENUI
12	POLK COUNTY HEALTH DEP	TB CLINIC	TB30125	TB	125 EAST WARE STR
13	ALBANY AREA PRIMARY HLT	E ALBANY MEDIC.	FP317053	FP	1712 E BROAD AVE
14	TROUP COUNTY HEALTH DEI	TB CLINIC	TB30240	TB	107 MEDICAL DRIVE

Excel spreadsheet allows you to view and sort the Covered Entity data.

Covered Entity data in an Excel spreadsheet can be saved on your computer for future reference.

* The enhanced text file contains additional information which is not included in the legacy text file. This information includes: Additional Billing, Shipping, Contacts and Signing information.

Using the Contracted Pharmacy Data Extract

The Contracted Pharmacy Tab

Step 1. Enter the following data (optional):
- 340B ID number
- Entity Name
- Entity City
- Entity State
- Pharmacy Name
- Pharmacy City
- Pharmacy State

Step 2. Select Output type (required):
- Look up – electronic list
- Legacy Text File- basic text file in Excel
- Enhanced Text File- more detailed text file in Excel

Step 3. Select Advanced Query Options (optional):
- Contracted Pharmacy begin date
- Contracted Pharmacy termination date
- When Pharmacy record was edited

Step 4. Click Submit Query button to view results.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

HEALTH RESOURCES AND SERVICES ADMINISTRATION

Viewing the Contracted Pharmacy Query Results

Output Type as Lookup displays electronic results.

1. Click on <u>any</u> column heading to sort the data in that column (ascending order)

2. Click on the 340B ID number to view the contract detail page. (Example 2A below)

3. Click on the Pharmacy Name to view the detail page for only the selected Pharmacy. (Example 2B on next page)

Example 2A: View Detail on a Contract Look up

ContractDetail Includes:
- Pharmacy Name
- Pharmacy Address
- Pharmacy Contact
- 340B ID Number
- Covered Entity Name
- Sub-division Name
- Grant/Provider Number
- Relevant Dates
- Address
- Contract Information
- Entity Contact
- Signing Information

On the Contracted Pharmacy Detail screen:
1. View the Contracted Pharmacy Information

2. View detailed information on the Contract

3. View the Main Pharmacy record

4. View the Covered Entity record (Example 2C on next page)

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Viewing the Contracted Pharmacy Query Results

Example 2B: View Detail on a Contract Look up

Contracted Pharmacy Detail Includes:
- Pharmacy Name
- Pharmacy Address
- Contact Information
- Contracts

View detailed information on Contracts (click detail) **to display the contract specific details**

Example 2C: View Covered Entity Record from Pharmacy Look up

Covered Entity Detail Includes:
- Entity Name
- Sub-division Name
- Address
- Billing Address
- Shipping Address
- Comments
- Alternate Shipping Addresses
- Contracted Pharmacies
- 340B Program Information
- Authorizing Official
- Contact Information

On the Covered Entity Detail screen:
1. **View the Covered Entity Information**

2. **View additional address information**

3. **View other Contracted Pharmacy records** (click link to return to the primary Contracted Pharmacy record, Example 2B)

4. **View 340B and Contact Information**

Viewing the Contracted Pharmacy Query Results

Output Type as Text File (Legacy or Enhanced*) displays results in an Excel file.

	A	B	C	D	E	F	G	H	I	
1	ID_340B	ENTITY_N	ENTITY_A	ENTITY_C	ENTITY_S	ENTITY_ZI	CP_NAME	CP_ADDR	CP_CITY	
2	HM97	ALBANY F	47 NEW S	ALBANY	NY	'12208	New York	1200 Pros	Westbury	
3	HV05332T	SOUTHER	2100 MAD	GRANITE	IL	'62040	MEDICINE	1704 N. IL	SWANSE/	
4	RW110011	CALLEN-L	356 WEST	NEW YOR	NY	'10011	CVS PRO	126 EIGHT	NEW YOR	
5	FP693379	CHADRON	739 MORE	CHADRON	NE	'69337	PETERSE	302 MAIN	CHADRON	
6	CH091030	ASIAN HE	818 WEB	OAKLAND	CA	'94607	NEW OAK	333 - 9TH	OAKLAND	
7	CH091160	SALUD P/	204 EAST	WATSON\	CA	95076	Valle Verd	240 Green	Freedom	
8	CH010570	EASTPOR	30 BOYNT	EASTPOR	ME	'04631	Havey & W	63 Washin	Eastport	
9	CH081100	SWEET M	419 PENN	CHINOOK	MT	'59523	CHINOOK	224 PENN	CHINOOK	
10	CH010380	REGIONA	43 SOUTH	LUBEC	ME	'04652	TREWOR	333 MAIN	CALAIS	
11	CH010380	REGIONA	43 SOUTH	LUBEC	ME	'04652	Lubec Apo	43 Water	Lubec	
12	URB12040	URBAN IN	3124 INTE	OAKLAND	CA	'94601	LA CLINIC	3451 EAS	OAKLAND	
13	CH05099F	SOUTHER	1050 OLD	NEW RICH	OH	'45157	NEIGHBO	2415 AUB	CINCINNA	
14	CH06392B	LA FAMILI	2145 CAJ/	SANTA FE	NM	'87501	KIVA PHA	159 PASE	SANTA FE	

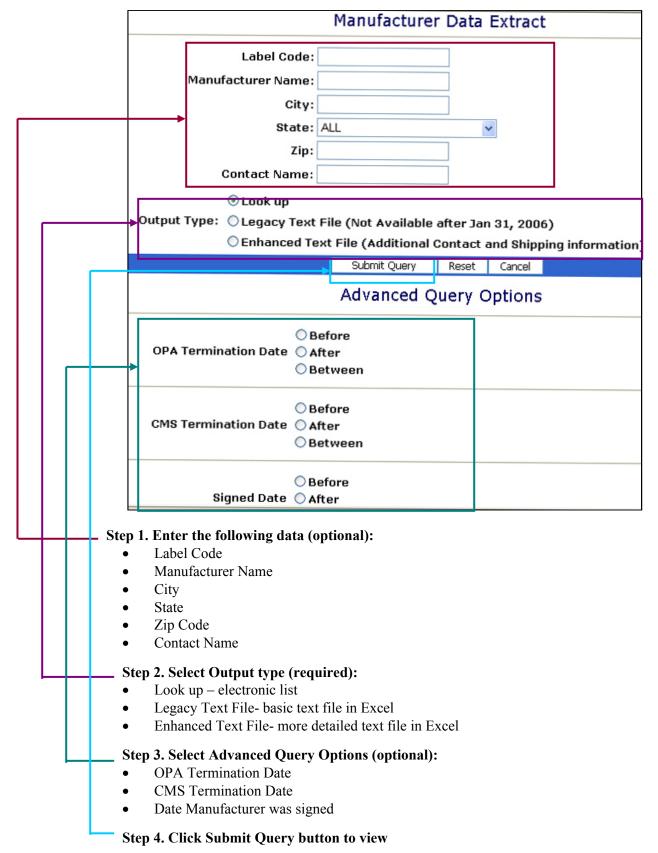**Excel spreadsheet allows you to view and sort the Contracted Pharmacy data.**

Contracted Pharmacy data in an Excel spreadsheet can be saved on your computer for future reference.

* The enhanced text file contains additional information which is not included in the legacy text file. This information includes: Additional Contract Contact and Signing information.
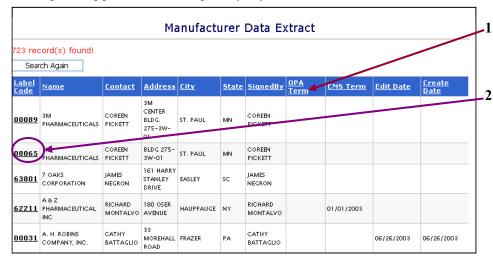
Using the Manufacturer Data Extract

The Manufacturer Tab

Step 1. Enter the following data (optional):

- Label Code
- Manufacturer Name
- City
- State
- Zip Code
- Contact Name

Step 2. Select Output type (required):

- Look up – electronic list
- Legacy Text File- basic text file in Excel
- Enhanced Text File- more detailed text file in Excel

Step 3. Select Advanced Query Options (optional):

- OPA Termination Date
- CMS Termination Date
- Date Manufacturer was signed

Step 4. Click Submit Query button to view

Viewing the Manufacturer Query Results

Output Type as Lookup displays electronic results.

1. **Click on <u>any</u> column heading to sort the data in that column** (ascending order)

2. **Click on the Label Code number to view the Manufacturer detail page.** (Example 3A below)

Example 3A: View Detail on a Manufacturer Look up

Manufacturer Detail Includes:
- Label Code
- Manufacturer Name
- Manufacturer Address
- OPA Term
- CMS Term
- Comments
- Corporate Information
- Contact Information

Viewing the Manufacturer Query Results

Output Type as Text File (Legacy or Enhanced*) displays results in an Excel file.

 Excel spreadsheet allows you to view and sort the data.

 Excel spreadsheet can be saved on your computer for future reference.

* The enhanced text file contains additional information which is not included in the legacy text file. This information includes: Additional Contact and Shipping information.

Download a Text File of the Whole Database

Daily Report Tab

The Daily Report tab provides the option to select and run all available text file downloads. Select the daily report*, legacy or enhanced** text file download.

Excel spreadsheet allows you to view and sort the data. Excel spreadsheet can be saved on your computer for future reference.

*The daily report is updated each day.
** The enhanced text file contains additional information which is not included in the legacy text file.